



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

1535 Old Hot Springs Rd, Suite 60
Carson City, Nevada 89706
(775) 687-2060 • Fax: (775) 687-5521
www.mhd.state.nv.us

Plant Certification Procedure

To Whom It May Concern:

As per the Nevada State Factory-Built Housing Law, Nevada Revised Statute (NRS) 461 and 489, if you are a manufacturer of modular homes, closed modular components, commercial buildings, or commercial coaches that are built off site you must obtain a plant certification.

Please follow the procedure below to acquire your certification:

1. Submit two complete sets of structural system plans and structural calculations, with a Nevada Registered Engineer's wet stamp. Also, you must include a letter of review from a third party registered engineer. The third party engineer need not be a Nevada Registered Engineer. These plans must include all details and methods of construction, seismic, heat loss, plumbing, electrical, structural, fastening schedules, and all related specifications. If your drawings are larger than 11 X 17 please supply one copy 11 X 17 or smaller.
2. Include two copies of your quality control manual **with an organizational chart**, or equivalent, of the management levels and personnel down to station supervisors. Each level on the chart must show the person's name holding that position and a brief resume of these people must be in the quality control manual.
3. Provide a copy of the third party inspection contract between the manufacturer and the government or private agency (financial information can be omitted). The document must include:
 - a) An explanation of the agreed method, scope and frequency of the inspections;
 - b) An explanation of the procedure to be used to report the results of the inspections to the division, including copies of the forms to be used for this purpose. The form(s) must include, date of inspection(s), plan approval number, serial number and Nevada insignia number. Nonconformance's can be on a separate form but must be included.
 - c) An explanation of the procedure used to mark, record and ensure the correction of any variance from an approved plan; and
 - d) An explanation of the procedure the inspector will follow and a copy of the document he will use to certify that the unit, building or component complies with an approved plan and the applicable regulations.
4. Written request for an inspection of your facility.



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Your plans will be checked to the adopted model codes listed in our regulations (2006 IBC, IRC, UMC, UPC, IECC& 2005 NEC). An appointment will be made to inspect your plant. When submitting the quality control manual and plans, please remit a check in the amount of \$1250, which includes \$500 for the systems plan approval and \$750 for the plant inspection. The balance of the costs for the inspection must be collected at the time of inspection. We will supply issue an invoice when the inspection is scheduled.

We ask that the third party inspector be present for approximately one hour during the inspection. We suggest you give the inspector a copy of NRS 461, and NAC 461 for their review prior to the plant inspection so they can be familiar with Nevada's statutes and codes.

For more information regarding the fees for plant inspections, plan reviews and compliance insignias please go to:

[NEVADA REVISED STATUTES: CHAPTER 461](#) and
[NEVADA ADMINISTRATIVE CODE: MANUFACTURED BUILDINGS.](#)

Please contact Karen Fox for information regarding licensing at 775-687-2059 or email her at kfox@mhd.state.nv.us.

If you have any questions regarding the plant certification process, please contact me at 702-486-4138, fax at 702-486-4309, or e-mail at gchilder@mhd.state.nv.us.

Sincerely,

Gary Childers, CPM
Supervising Compliance Investigator
702-486-4138
gchilder@mhd.state.nv.us